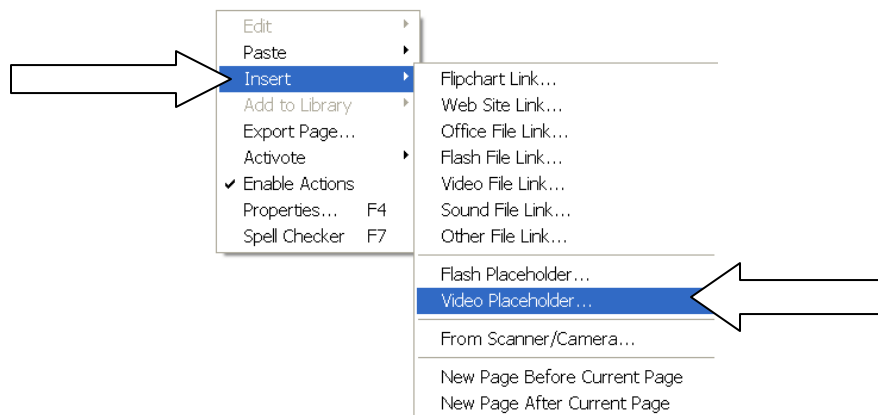


PROMETHEAN ACTIVSTUDIO

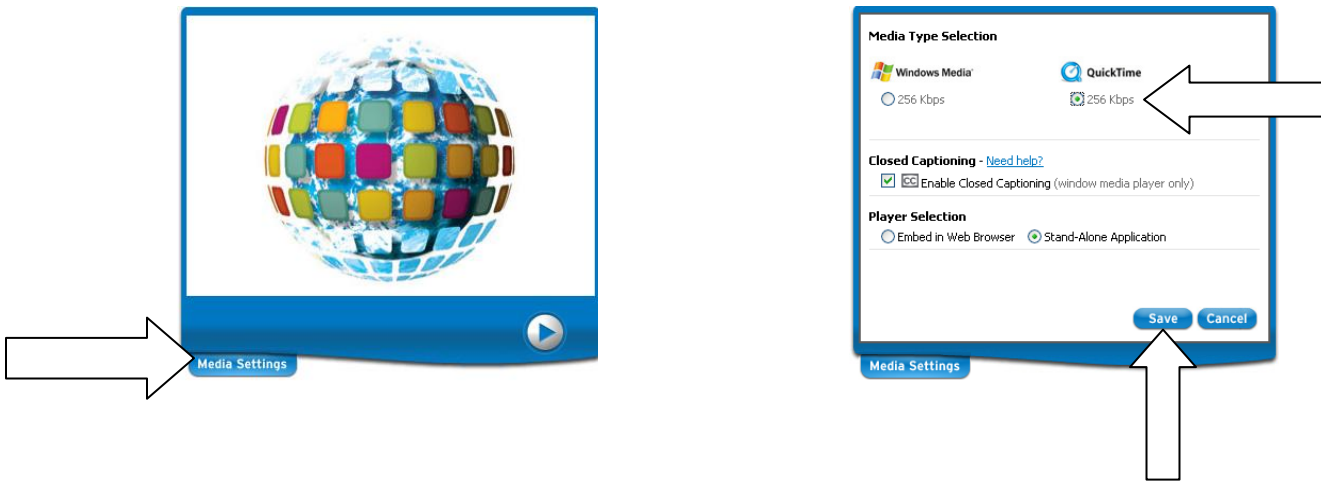
Inserting a Video or Video Clip in a Flipchart

1. Launch the Activstudio software.
2. Whether in Design Mode or Presentation Mode, **right mouse click** in the flipchart area, **left mouse click** on **Insert**, and **left mouse click** on **Video Placeholder**.



3. Locate the drive and folder where the video or video clip is saved. The video **MUST** be saved in **Quick Time** in order for the video to embed in the flipchart.

4. If saving a video or video clip from Discovery Education, **left mouse click** on **Media Settings** to save as a **Quick Time** file. **Left mouse click** on **Save** to save the settings. Then save the file based on the instructions on the Discovery Education handout.



5. When the video appears on the flipchart, be sure to check the settings. Be sure to **left mouse click** on **Video Controller** in order to be able to start, pause, stop the video within the flipchart. **Click OK.**



6. In order to start the video or video clip, hover the cursor over the video or video clip and **left mouse click** when the symbol below appears.

